Talha Bin Saeed

Sydney, New South Wales, Australia

talhabinsaeed@yahoo.com   +61470622879

linkedin.com/in/talha-bin-saeed-54637799

Summary

Searching for a position that will allow me to improve my current programming, problem solving and communication skills by acting as a stepping stone into the industry. Looking forward to a long and mutually beneficial relationship and teamwork.

Possessing a great interest in Networking, Mobile and Desktop Platforms, Software Development and Administrative assistance in Information Technology while specialising in Web-development using MERN stack. Being well-acquainted with Microsoft Azure, Microsoft SQL Server, Visual force and Lightning Salesforce CRM, PaaS and SaaS platforms along with data analysis, leadership skills and flexible attitude enables me to provide the most of outcomes while applying engineering concepts in day to day operations to troubleshoot even in stressful environment.

Being familiar with Trello, Jira, Git, Ms Project, Confluence and MS Visio makes me an experienced Project Manager, and are transferable skills for a Program Management, Operations Management and Product Management role to implement budgeting and process improvement.

My portfolio can be found at https://tbs.netlify.app/

Experience

Project Manager

neusol - Global IT Services

Jan 2019 - Present (3 years 8 months +)

• Creating workflow for e-services.

• Creating Software Requirements Specification for various projects.

• Requirements gathering

• Liaising with other IT staff such as programmers to produce new systems

• Producing specifications for new or modified systems

• Facilitate the gathering and documentation of requirements, translating into project plans with specific deliverables and outcomes, and work with team leads to assign individual responsibilities.

• Facilitate and support execution of project plans and deliverables and revise as appropriate to meet changing needs and requirements.

• Effectively apply and implement best practice project standards.

• Minimise exposure on projects by clearly communicating potential risks at every stage.

• Create and ensure completion of project documents that remain current and organised.

• Take ownership of project scope, risks and issues, driving them to resolution in a timely fashion.

• Integrate with the business while driving inter-BU/Site projects with teammates across the organisation.

• Oversee Jira for wrangling team resources and effectively prioritising.

• Build relationships with collaborators across the technical and services teams and external partners.

Visiting Lecturer

Bahria University Karachi Campus

Mar 2022 - Aug 2022 (6 months)

- Visiting Lecturer for Web Engineering.
- Visiting Lecturer for Engineering Management.
- Planning teaching, including lectures, seminars/tutorials and learning materials
- Meeting students individually to discuss progress
- Checking and assessing students' work
- Pursuing research
- Interviewing potential students
- Carrying out administration, such as attending faculty meetings and writing reports

Salesforce Developer Intern

Dale Carnegie Australia

Feb 2020 - Apr 2020 (3 months)
- Creating Reports and Dashboards using SaaS Salesforce to perform Data Analysis.
- Keeping track of the performance of the Sales team using PaaS Salesforce.
- Responsible for creating process manuals which provide guidelines for configuring and troubleshooting the Salesforce environment along with some networking knowledge.

Associate Project Manager

neusol - Global IT Services

Oct 2016 - Dec 2018 (2 years 3 months)
- Supporting Project Manager in various tasks.
- Requirements gathering
- Liaising with other IT staff such as programmers to produce new systems
- Oversee Jira for wrangling team resources and effectively prioritising.
- Build relationships with collaborators across the technical and services teams and external partners.
- Implement project definitions, schedules, budgets, and objectives for small to medium sized projects
- Build and maintain solid working relationships with the client.
- Monitor and process time and expense reports, project task sheets, client invoices, and other project team deliverables. Also coordinate the project deliverable repository

Masters Student

University of Technology Sydney

Feb 2017 - Nov 2018 (1 year 10 months)
Worked on multiple Web development and salesforce related projects.

Major responsibilities for Web development projects:
- Website development.
- Implementation of responsiveness.
- DOM manipulation.
- Implementation of APIs.
- Working on top of bootstrap templates.
- Implementation of MailChimp.
- Using React, Node.js + Express.js , PostgreSQL for web development.

Major responsibilities for salesforce projects:
- Responsible for implementing data objects.
- Responsible for implementing validation rules.

- Responsible for implementing Organisation-wide defaults.
- Responsible for implementing role hierarchy.
- Responsible for implementing email notifications.
- Responsible for implementing task creation and assignments.
- Responsible for implementing time-based workflows.
- Responsible for creating a written report for the prototype.

Achievements:
- Prototype completion with distinction.

Junior Web Developer
Web Developers Academy
Jun 2016 - Jan 2017 (8 months)
- Creating front-end and back-end of various websites using PHP.
- Creating websites using WordPress.
- Implementing responsiveness in websites.
- Developing database using Navicat Premium and Microsoft SQL.

Customer Service Representative
ibex. Pakistan
Jan 2016 - Jun 2016 (6 months)
- Process claims and provide IT Service Management for a USA based company Square Trade's clients using salesforce.
- Perform as a technical escalation point for the frontline team.
- Maintain customer satisfaction for Ibex Global clients by providing periodic after hours assistance based on the roster.
- Perform data entry, ticketing and process work-order line items for the clients using Salesforce via phone support.
- Provide customer feedback to Technical Lead and assist Quality Assurance Team.

Dotnet Developer Intern
neusol - Global IT Services
Jun 2015 - Aug 2015 (3 months)
- Responsible for working on Asp.net and advanced Telerik UI tools.
- Develop the survey generator keeping the future requirements in mind like adding more languages by using the language plugin.

Education

University of Technology Sydney
Master of Engineering - MEng, Software Systems Engineering Major
Mar 2017 - Nov 2018

ECA Professional Year Program
ECA Professional Year Program, ECA Professional Year Program, Computer Software Engineering

Jun 2019 - May 2020

University of Technology Sydney
Master of Engineering Management, Software Systems Engineering Major
Mar 2017 - Nov 2018

Bahria University
Bachelor of Software Engineering (B.S.E.), Computer Software Engineering
Sep 2012 - Jun 2016

Licenses & Certifications

Dale Carnegie Immersion Course - Dale Carnegie Australia

103 Trailhead Badges and 61,525 Trailhead Points - Trailhead by Salesforce

AZ-104 Microsoft Azure Administrator Exam Certification 2021 - Udemy
UC-f7252d27-678b-4ad2-923b-8b1a6d744110

Challenge Explorer (1 hands-on lab completed)

40 Contact Hours of Business Analysis Education - IIBA Pakistan Chapter
PRUDSOL-BA-1221

Google Project Management: Professional Certificate - Google
GECV92Y2FTAT

The Complete Web Developer in 2022 : Zero to Mastery - Udemy
UC-08fa72b5-e39f-4852-ad2f-d81596530a3c

IIBA® Member - IIBA
50011910

Agile Project Management - Google
LHL2NKHREPAC

New South Wales Covid Program - Department of Regional NSW

Scrum for Beginners + Scrum Master Certification Preparation - Udemy

Learn JIRA with real-world examples (+Confluence bonus) - Udemy

Skills

Qualified Teacher • Engineering Management • Public Speaking • Team Leadership • Team Management • Program Management • Operations Management • Event Management • Performance Management • Web Development